

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, DECEMBER 10, 2014****9:00 A.M.**

SHANNON S. TEMPLET  
DIRECTOR

---

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

---

- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:07 A.M. ON WEDNESDAY, DECEMBER 10, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES, SIDNEY TOBIAS, AND C. PETE FREMIN. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONERS G. LEE GRIFFIN AND RONALD CARRERE WERE ABSENT.**

- Opportunity for Public Comment (No Attachment)

---

**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:**

- 1) **10:00 A.M.** Public investigation of **MARSHALL E. PIERRE, SR., (SHANNON S. TEMPLET, Complainant), DOCKET NO. I-17937.** Scott Bickford is representing the respondent and Adrienne Bordelon is representing the complainant. **THE PARTIES REACHED A SETTLEMENT AGREEMENT.**
- 2) Request of the Northwest Louisiana Human Services District to establish an Optional Pay policy, in accordance with State Civil Service Rule 6.16.2, effective December 10, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Housing Authority of Lake Charles for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 500 hours to be worked within the 12-month appointment period, for two (2) Classified WAE appointments, Vera Collins and August Hunter. **State Civil Service recommends approval for additional hours effective December 10, 2014 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 4) Request of the Monroe Housing Authority for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 350 hours to be worked within the 12-month appointment period, for three (3) Classified WAE appointments, Linda Collins; Gwendolyn Bell; and Myeasha Gatson. **State Civil Service recommends approval for additional hours effective December 10, 2014 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**

- 5) Consideration of the Minutes of the Commission Meeting held on November 5, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 6) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Louisiana War Veterans Home
  - LSU – Pennington Biomedical Research Center
  - Northwestern State University
  - David Wade Correctional Center
  - Louisiana Tech University
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 
- 

**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, DECEMBER 10, 2014**

---

---

*(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)*

---

---

- 7) Request of the Department of Health and Hospitals, Medical Vendor Administration to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), for Economist job titles in the amount of up to \$3.50 per hour for all hours worked, effective December 10, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Request of the Jefferson Parish Human Services Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 10, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Request of the Department of State to establish a Dual Career Ladder policy in accordance with State Civil Service Rule 5.9, effective December 10, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Department of State for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 835 hours to be worked within the 12-month appointment period, for forty-four (44) Classified WAE Election Machine Mechanics. **State Civil Service recommends approval for additional hours effective December 10, 2014 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**

- 11) Request of State Civil Service to ratify the Director's interim approval of layoff avoidance measures for Grambling State University, Louisiana Board of Barber Examiners, and Simmesport Housing Authority, in accordance with State Civil Service Rule 17.6, which were submitted after October 1, 2014. **State Civil Service recommends ratification of Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 12) Request of the Coastal Protection and Restoration Authority, in accordance with State Civil Service Rule 4.1(d)2, to exempt from the classified service one (1) Comptroller position, effective December 10, 2014 through December 9, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 12-10-14 #12** as the reference when transmitting this information.)
- 

- Director's Report

- ***DIRECTOR SHANNON TEMPLET MENTIONED THERE WOULD BE AN HR DIRECTOR'S MEETING AT 1:30PM TODAY.***
  - ***DIRECTOR SHANNON TEMPLET MENTIONED THE PUBLIC INVESTIGATION SCHEDULED FOR 10:00AM IS OPEN TO THE PUBLIC.***
  - ***DIRECTOR SHANNON TEMPLET PRESENTED DR. SIDNEY TOBIAS WITH A PLAQUE IN APPRECIATION OF HIS SERVICE TO THE STATE CIVIL SERVICE COMMISSION AS HIS TERM EXPIRES TODAY, DECEMBER 10, 2014. DR. TOBIAS WILL CONTINUE TO SERVE ON THE COMMISSION UNTIL THE GOVERNOR APPOINTS ONE OF THE UNIVERSITY'S NOMINEE'S.***
- 

- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
- 

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:45 A.M. ON WEDNESDAY, DECEMBER 10, 2014.**

**RESPECTFULLY SUBMITTED,**

---

**SHANNON S. TEMPLET, DIRECTOR**

---

**DAVID DUPLANTIER, CHAIRMAN**